



How to Keep Track of Your Pension(s)

Never rely on your current or former employer to contact you about pension benefits to which you might be entitled. If you have not done so already, be sure to take time to organize your employment history, so when the time comes to retire, you know what benefits you have to rely on.

Here is a list of steps to get you started:

1. Prepare a list of all prior employers for whom you have worked.
 - If an employer has closed down, merged or gone out of business you can contact the Pension Benefit Guaranty Corporation (PBGC) at 800/400-7242 or search for your lost pension on their website: www.pbgc.gov.
2. Contact each of your employers to ask if your employment with them made you eligible for retirement benefits offered.
3. Ask each of your employers to send you all required forms that need to be completed in order to start withdrawals.
4. Contact your pension plan administrator – this might be a group other than your employer, like a union, -- to ask:
 - When and how your pension will be paid to you?
 - How much you can expect to receive?
 - Is the benefit adjusted for inflation?
 - Will your pension affect any other benefits you now receive or your Social Security?
 - Is your surviving spouse eligible to receive benefits if you die before you exhaust your benefit allotment? If so, how will he/she be paid?
5. Obtain an Employee Retirement Income Security Act (ERISA) booklet that will explain your rights and responsibilities as a member of a pension plan. You can request a copy by calling the U.S. Department of Labor at 866/444-3272 or you can view the information contained in the booklet directly off their website: www.dol.gov/ebsa/publications/wyskapr.html#section1



Office of the State Treasurer
Jack Markell

302/744-1000 www.state.de.us/treasure

Updated: April 2006